

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA

Forty-second meeting of the Standing Committee
Lisbon (Portugal), 28 September-1 October 1999

RESPONSIBILITIES OF MEMBERS OF THE PLANTS COMMITTEE

1. This document has been prepared by the Secretariat on the basis of a document prepared by the Plants Committee at its ninth meeting (Darwin, Australia, June 1999).
2. The members and alternate members present at that meeting discussed various aspects of the responsibilities and tasks of the members of the Committee in between meetings. Various problems and possible solutions were identified and actions suggested.
3. A proposed list of tasks of the members of the Plants Committee is attached to this document as an Annex.
4. The Committee identified a need for a detailed list of the duties, because:
 - a) the regional representatives and their alternates need to know what their tasks are;
 - b) the Parties or institutions supporting the regional representatives or their alternates need to be aware of the possible financial implications; and
 - c) a list of duties will facilitate estimation of time and costs, relevant for possible fund-raising.
5. The Committee also identified the need for more support from Parties to allow the regional representatives and their alternates to complete the assigned tasks.
 - a) Although chosen by the Parties of their region, most regional representatives and their alternates receive little if any financial support to carry out their duties, other than the use of office, mail and phone facilities. For many of them there is no financial support for travel to Committee meetings, which is consequently covered from the Plants Committee budget in the CITES Trust Fund.
 - b) The members of the Committee also recognized the need for regional meetings. However, funding to organize such meetings is not available, nor are allocations made in the Plants Committee budget.
6. **The Plants Committee therefore requests that the Standing Committee recommend to the Conference of the Parties at its 11th meeting to make additional financial allocations to facilitate the work of the members of the Plants Committee.**
7. The Committee also suggested that, in order to assist the members and their alternates with their duties, the Secretariat should:
 - a) attach a draft agenda and a list of members and alternates with their addresses to the first Notification to the Parties announcing a Plants Committee meeting.
(This measure is intended to assist Parties in communicating with their regional representatives.)

- b) add a list of names of members that participated in each Plants Committee meeting to the executive summary distributed at the end of the meeting.
(This measure should help members and alternates to communicate among themselves and might also stimulate the Parties to contact the representatives if needed.)

Note from the Secretariat

The issues identified by the Plants Committee apply *mutatis mutandis* to the Committees referred to in Resolution Conf. 9.1 (Rev.).

The Secretariat therefore seeks the opinion of the Standing Committee on whether it should submit to the 11th meeting of the Conference of the Parties a draft Decision of the Conference of the Parties relating to the duties of the regional representatives to the various Committees, and, where appropriate, propose amendments to Resolution Conf. 9.1 (Rev.) on the Establishment of Committees.

If this is agreed, the Secretariat could at the same time also harmonize the terms of reference of the Animals and Plants Committees. The current terms of reference of each Committee are rather different, and would require updating in view of various proposals to the 11th meeting of the Conference of the Parties (e.g. on significantly traded species) and action points contained in the proposed Action Plans. The Secretariat could also consider the needs for and the tasks of the two other technical Committees.

Tasks of members of the Plants Committee and their alternates

1. Each member should collaborate with his/her alternate regarding the work to be done between the meetings of the Plants Committee.
2. Each member should maintain a fluid and regular communication with the Parties in his/her region and with the Secretariat
3. When a region has more than one representative, the Parties should also agree which Parties each represents. Contact persons should be identified in those countries. Also non-Parties in the region should be identified.
4. Each member should increase the awareness of the existence of the Plants Committee, its mandate and the plant trade issues in his/her region.
5. Before the meetings of the Plants Committee, the members should inform the Parties in their regions about the items on the agenda and request their opinions on these, in particular on matters specifically relevant to the countries of the region.
6. The members should submit a written annual report to each meeting of the Plants Committee.
7. The members should inform the Parties in their regions of the results of each meeting of the Plants Committee.
8. The members and alternates should decide in a timely way who is representing the region at the next meeting of the Plants Committee. The members must inform the alternates well in advance if they will not attend a forthcoming Plants Committee meeting.
9. A regional meeting should take place between meetings of the Plants Committee. The members should convene these meetings.
10. The organization of subregional meetings, should be considered in large regions where it is difficult to bring all Parties together.
11. The members should provide all relevant information on the activities in the region to their successors.
12. Up-to-date regional subdirectories and comprehensive annual reports would help the newcomers to resume communication and assess the status of work in the region.